



HEALTH RECORD TECHNICIAN I  
MONTHLY SALARY: \$2465.00 - \$2998.00

EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

HOW TO APPLY: The testing office accepts state of California application (Form 678), continuously and will notify and test applicants as needed. Applications may be downloaded from the State Personnel Board website at [www.spb.ca.gov](http://www.spb.ca.gov) Do not submit applications to the State Personnel Board.

Provide a copy of academic curriculum in medical records if applicable

SUBMIT APPLICATION TO: VETERANS HOME OF CA, YOUNTVILLE  
HUMAN RESOURCE - TESTING UNIT  
110 CALIFORNIA DRIVE  
YOUNTVILLE, CA 94599-1414

FINAL FILING DATE: CONTINUOUS – Testing is considered continuous as dates can be set at anytime and eligible lists are merged

EXAMINATION ELIGIBILITY LIMITATION: The testing period for this classification is 12 months. You may not test for this classification more than once in a testing period. If you have taken an examination for this classification with the Department of Veterans Affairs within the last 12 months, you are not eligible to compete in this examination.

SPECIAL TESTING: If you have a disability and need special testing arrangements, mark the appropriate box in part 2 of the Application for Examination. You will be contacted to make specific arrangements.  
NOTE: Accepted competitors are required to bring either a photo identification card or two forms of signed identification.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:  
NOTE: All competitors must meet the education and/or experience requirements for this examination by the final filing date. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.  
NOTE: All applications/resumes must include: "to" and "from" dates (month/day/year); time base; and civil service class titles. Applications/resumes received without this information will be rejected.

Qualifying experience may be combined on a proportionate basis if the requirements state below include more than one pattern and are distinguished as "Either I, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the requirement time Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

MINIMUM QUALIFICATIONS:  
Education: Equivalent to completion of the twelfth grade. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

Either I

One year of California state service clerical experience which includes training and supervised work experience in the procurement and processing of health data.

Or II

Two years of clerical experience in the medical or health records section of a health facility. (Successful completion of an academic curriculum in medical records science in an accredited school may be substituted for the required general experience on a year-for-year basis.)

THE POSITION: Under supervision, codes and performs other comparable health record processing functions; works with relatively structured records; and learns the principles of health data processing including detailed coding and basic abstracting; and to do other related work.

EXAMINATION INFORMATION  
This examination will consist of a Written (Pass/Fail) and Qualifications Appraisal Interview, weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.

SCOPE: In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

- A. Knowledge of:
  - 1. Basic medical terminology, human terminology and human anatomy.
- B. Ability to:
  - 1. Understand and conform to specific basic principles and rules of health data abstracting and coding.
  - 2. Meet and deal tactfully with the public.
  - 3. Communicate effectively.
  - 4. Benefit from academic and in-service training and job experience.

If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and

See Reverse Side For Additional Information

completely filling out his/her application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this

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**Open, Spot – Yountville, California**

announcement, even if that experience goes beyond the seven-year limit printed on the applications. Supplementary information will be accepted but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.

ELIGIBLE LIST INFORMATION: The resulting eligible list will be used to fill vacancies in Yountville, California only. Names of successful competitors are merged into the list in order of final scores regardless of date. Eligibility expires 12 months after it is established.

Veterans Preference credits will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive veterans' credits.

**General Information**

It is the candidate's responsibility to contact the Human Resource in Yountville, California, (707) 944-4550, three days prior to the written test date if he/she has not received his/her notice. For an examination without a written feature, it is the candidate's responsibility to contact the Human Resource in Yountville, California, (707) 944-4550, three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices and local offices of the Employment Development Department, and the Department noted on front.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigations may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and regency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

Veterans Preference: California law allows granting of veterans preference points in open entrance examinations and open nonpromotional examinations. Credit in open entrance examinations is granted as follows: 10 points for veterans, widows, or widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in open nonpromotional examinations is granted as follows: five (5) points for veterans; and 10 points for disabled veterans. Directions for applying for veterans preference points are on the Veterans Preference Application form (Form 1093) which is available from State Personnel Board Offices, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, Ca 94295-0001.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Veterans Home of California, Yountville  
Personnel Service/Testing Unit  
110 California Drive  
Yountville, California 94599-1414  
Public Telephone (707) 944-4550  
TDD voice of hearing impaired (707) 944-4560  
[www.cdva.ca.gov](http://www.cdva.ca.gov)

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**See Reverse Side For Additional Information**  
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**Health Record Technician I - CW45/1869**  
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**CONTINUOUS FILING**